

### **No Anchor Location Meeting Checklist**

- ☐ The chair prepares a written determination (Use proposed form or your own). This determination lasts 30 days, after which a new determination is required to hold a meeting without an anchor location.
- ☐ Include the written determination with the public notice for the meeting.
- ☐ Include information on how a member of the public may view or make a comment at the meeting in the public notice.
- ☐ Read the written determination out loud at the beginning of the meeting.

*This Checklist is used for your own tracking purposes, and does not need to be included with the materials filed with the public notice.*

### Determination Regarding Holding Meeting Without Anchor Location

Public Body: Utah Real Estate Commission

Chair Name: Rick Southwick

The public meeting(s) scheduled for 2/17/21 (Date or date range) will be conducted electronically and without an anchor location. I have determined meeting with an anchor location presents a substantial risk to the health and safety of those who may be present at the anchor location.

Facts upon which my determination is based:

Signed this 10 day of February, 2021

*Rick Southwick*

Chair